

**MINUTES  
of the Regular Meeting of the Board of Directors  
of the ENUMCLAW SCHOOL DISTRICT #216  
6:30 p.m., District Office  
November 17, 2014**

**I — PRELIMINARY**

**1. Call to Order:**

The regular meeting of the Board of Directors was called to order by April Schroeder, President of the Board of Directors, at 6:30 p.m. in the boardroom of the district office.

**2. Pledge of Allegiance:**

Bryan Stanwood led the pledge of allegiance to the flag.

**3. Roll Call:**

All board members were present, except the student representatives who were excused.

**4. Minutes:**

Mrs. Merrill moved and Mr. Cassell seconded a motion to approve the minutes of the regular board meeting of October 20, 2014 and the board work study of November 3, 2014 as printed.

Motion carried.

**II — BOARD OF DIRECTORS COMMUNICATIONS**

**1. Good News of the District:**

Mr. Cassell shared there would be a Robotics competition at Auburn Mountain View High School this Saturday at 9:00 a.m.

Mrs. Merrill said that two community meets were held to share information and ask for input regarding the bond that is being considered. The meetings went well and word is spreading.

**2. Superintendent Report:**

Mr. Nelson reported we had 6 out of 8 schools without power last Wednesday. It was a beautiful, sunny day but school had to be canceled because of power loss. The following day, all schools had power restored except Westwood and Kibler. School was back in session for all schools by Friday.

Mr. Nelson, the board and student representatives will travel to Spokane for the WSSDA Conference this week. Mr. Nelson and Mrs. McGann will attend an early-bird workshop, Step Up as Board President, which will focus on president/superintendent leadership. Scott Crabtree will be a speaker at the conference. Mr. Nelson will connect with him one evening. He said it is great to have the students attending and Mr. Cassell will take them under his wing for traveling.

We are between sports seasons right now. The high school fall play is this weekend.

Due diligence work continues. The district is in the latter third of this time regarding school sites in the Yarrow Bay developments. NAC is the architect who is going through each of the school sites to assure they are appropriate building sites. This is the vetting process. Results will be discussed at the December work study. The board will move forward with a plan at the December board meeting. The due diligence period concludes at the end of December.

### 3. **Facilities Update:**

Mr. Madden updated the board on the architect selection process. The district put out a request for qualifications (RFQ) for architects with ten firms responding. These were short-listed to four firms that were interviewed on November 6<sup>th</sup> by a team comprised of Mr. Madden, Pete French, Jill Burnes, Gerrie Garton, Tom Alexander, Phil Engebretsen and Johna Thomson. In addition to the interviews, extensive reference checks were made. The presentation and screening filters were based on experience, size of the firm, knowledge of our communities, what they would do to support the bond, school projects they have completed, and the uniqueness of the firm. Mr. Madden said we have excellent firms in our area. Each of the four firms gave a 30-minute presentation followed by a 20-minute question period. The committee is recommending the board move forward with NAC. Mr. Madden welcomed questions. Mr. Stanwood asked if the firms looked at the initial work. Mr. Madden said they had a general working knowledge of what the district wants. Mr. Nelson added that he met with the firms individually prior to their interviews and gave them a lot of information. Mr. Cassell expressed his appreciation for the work of the interview committee. In terms of process, Mr. Nelson had asked Mr. Madden to share this information with the board. The action item on the consent agenda is to approve the architect according to board policy.

### 4. **Bond Update:**

Mr. Nelson presented a bond update. He shared that the first information regarding the bond was publicized on the website October 20<sup>th</sup> when the bond survey was posted. The survey closes December 1<sup>st</sup>. Survey data will be collated and reported at the December 15<sup>th</sup> board meeting. Mr. Nelson is in the middle of bond presentations to the buildings and PTAs. He will do more presentations in the next few weeks and is encouraging everyone to complete the survey.

Mr. Nelson shared the latest bond information on the district homepage. This is continually being updated but he wanted to show the board how the information is organized. The key piece is the bar on the left side of the bond page. Links to the Study and Survey and Bond Information can be accessed there or within other informational pieces. FAQs have been added and separated into General Bond, Enumclaw High School, and Black Diamond Elementary questions and answers. He asked the board to review the site and let us know if they have any suggestions. The section that hasn't changed is the area with the board conversations and discussions. All of the board minutes have been included to document the process. This builds credibility with the community as anyone can follow the history of the discussions and planning.

Mr. Nelson believes the other area that builds credibility is the community meetings. The board members can direct others to the website for very complete information on the bond.

The board responded very positively and appreciatively to the work that has been done on the website.

Mrs. Schroeder asked if anyone present wished to address the board as a whole to please step forward and state their name and complete an information card for the board secretary. She explained we want to properly record and recognize those who present during the meeting.

### III — HEARING OF PERSONS DESIRING TO ADDRESS THE BOARD AS A WHOLE

No one present wished to address the board.

### IV — ADMINISTRATION/BUSINESS

#### 1. Payroll and Vouchers:

Mr. Madden presented the list of top ten expenditures in the district as follows: KCDA, Food Services of America, Convergent Technologies, Puget Sound Energy, KCDA, Flinn Scientific Inc., Tahoma School District, Scholten Roofing, Warranty Plus, and Overlake Hospital.

Mr. Madden shared a list of the local businesses with which the district did \$39,821 of business in the month of October. The district is pleased to support local businesses and purchase their products.

Mrs. Schroeder reminded the audience that the board receives their packets a week ahead to review and ask any questions regarding the vouchers.

After reviewing all vouchers, Mrs. McGann moved and Mr. Stanwood seconded to approve general fund vouchers in the amount of \$671,655.27; capital projects in the amount of \$349,750.30; associated student body fund in the amount of \$61,626.53; and ratification of the general fund payroll warrant for October in the amount of \$2,973,810.40.

Motion carried.

#### 2. Consent Agenda:

1. Donation of \$2,500 from HELAC to the EHS Robotics Club
2. Donation of \$600 from Enumclaw New Life Foursquare to the Special Ed swim program
3. Approval of recommended architect
4. Personnel Report

The consent agenda was presented by Mrs. Schroeder. Mr. Cassell moved and Mrs. Merrill seconded to approve the consent agenda. Mr. Cassell commented that HELAC has also assigned engineers to help with the student projects as well as the monetary donation. That is a huge help to the students and leaders.

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**Certificated:**

- A. Leave Replacement Hire:
  1. Andrew Berger, teacher, EMS, effective 10.6.2014
- B. Revision in FTE:
  1. Victoria Bethany Ellis, .4 LAP teacher, Sunrise, effective 9.2.2014

**Classified:**

- A. Resignations:
  1. Michaela Guest, LPN paraeducator, EHS, effective 10.31.2014
  2. Kenneth Went, .5 technical service lead, district office, effective 11.1.2014
  3. David Nygaard, auditorium tech, EHS, effective 10.31.2014
  4. Cynthia Nicaise, ECEAP paraeducator, Southwood, effective 11.21.2014
- B. Change of Status:
  1. Kenneth Went, .5 client systems architect, district office, effective 11.3.2014
- C. New Hire:
  1. Silvia Johnson, cultural specialist, Kibler, effective 11.3.2014
  2. Sarah Lee, LPN paraeducator, EHS, effective 11.3.2014
  3. Susan Babst, kitchen assistant, Sunrise, effective 9.12.2014
- D. Termination:
  1. Melinda Carlino, driver, transportation, effective 10.20.2014

**Supplemental:**

- A. Additional Assignment:
  1. Heather Hitch, assistant girls basketball coach, EHS, effective 11.17.2014

Motion carried.

**3. School Improvement Plans 2014-15:**

Mr. Nelson said we are thrilled to be sharing the 2014-15 SIP plans. The vision is to become more and more aligned. This year's plans will be even better aligned than in the past. He stated that Mr. Parker has a beautiful presentation and the building principals are present also to answer any questions. Mr. Parker stated that coherence and vision are good words to describe this year's SIPs.

Mr. Parker gave the board a copy of the guiding parameters for preparing the SIPs and explained why they were revised this year. It was to better align the documents with recent school improvement and accountability initiatives. More importantly, the SIPs are connected to the

goals of leadership and the board. It is the leadership's belief that if the SIPs are better aligned and shared with staff, students will be achieving at higher levels.

Mr. Parker went on to explain the process for developing the new SIP template which included two goal areas: goals that tie to Washington State Achievement Categories and Goals and those Supporting District/Board Goal areas. These areas relate to system-wide learning. Mr. Parker shared SIPs for Black Diamond Elementary, the middle and high schools. The 2014-15 School Improvement Plans are posted on the district website for specific information.

Board discussion followed with favorable comments and appreciation for the work involved in developing this year's SIPs. It was the consensus of the board that these are tremendously different from SIPs of the past. Mr. Nelson stated that he is proud of the board for asking the right questions. He also explained that Mrs. Arbury and Mrs. Miller were absent because of illness.

Mrs. McGann moved Mr. Cassell seconded a motion to approve the School Improvement Plans for 2014-15. .

Motion carried.

**4. Second Reading:  
Policy 3241: Classroom Management, Discipline and Corrective Actions:**

Mr. Nelson requested board approval for the updates to Policy 3241.

Mr. Stanwood moved and Mr. Cassell seconded to approve Policy 3241: Classroom Management, Discipline and Corrective Actions as presented.

Motion carried.

**5. General Fund Report:**

Mr. Madden presented the general fund report. 91.83% of the 2013-14 budget has been expended with 96.54% of revenues received. Mr. Madden shared graphs depicting the revenue and expenditure history.

The beginning of the year fund balance was \$7,815,593.32. Total resources available: \$50,836,993.35. Expenditures to date: \$43,292,247.01. Reserved grant carry-over: \$200,000.00; reserved inventory – commodities carried over: \$28,092.00; reserve of 5% per board policy: \$2,357,202.00; and Capital Projects: \$287,522.00. Unreserved ending fund balance: \$4,671,930.34.

Capital Projects beginning fund balance was \$554,405.84 with an ending balance of \$361,657.30.

The Debt Service Fund beginning fund balance was \$3,276,278.81 with an ending balance of \$3,539,223.60.

ASB Fund beginning fund balance was \$342,371.14 with an ending balance of \$371,536.23.

Transportation Fund beginning fund balance was \$171,410.05 with an ending balance of \$557,902.13.

Mrs. Schroeder asked Mr. Nelson if an executive session was necessary. Mr. Nelson stated that he would need a 10-minute executive session for the purpose of discussion with legal counsel regarding possible litigation related to the acquisition of land. No action would be taken. Mrs. Schroeder announced the board would take a 10-minute break before moving to executive session at 7:35 p.m. and would reconvene at 7:45 p.m.

#### **V — EXECUTIVE SESSION**

The board returned to open session at 7:45 p.m. to announce they would be in executive session for an additional 5 minutes. They returned to open session at 7:50 p.m. No action was taken.

#### **VI — BOARD PROCESS DEBRIEF**

Mr. Nelson asked how many board members would be in Spokane Wednesday evening. Those who are present will meet at Azteca at 7:15 p.m. for dinner.

Mrs. McGann shared the Black Diamond Community will be having their 6<sup>th</sup> annual Thanksgiving dinner on Sunday from 11:30 a.m. to 2:00 p.m. and invited the board to attend if they could.

#### **VII — ADJOURNMENT**

This meeting adjourned at 7:58 p.m.

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President, Board of Directors

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Secretary, Board of Directors